

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –  
Heating, Ventilation, Air Conditioning, Refrigeration,  
General Maintenance, and Construction

SALARY GROUP: A19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 1/22/2014

POSITION #: 022332

**I. JOB SUMMARY**

Performs advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction offender workers involved in the installation, care, and repair of state facilities and equipment. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in general maintenance, construction, heating, ventilation, air conditioning, (HVAC) and refrigeration work to include preventive, corrective, and emergency maintenance; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Five years full-time, wage-earning experience in the operation, maintenance, or repair of Heating, Ventilation, and Air Conditioning (HVAC) and refrigeration systems and equipment. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of experience on a year-for-year basis for a maximum substitution of two years

or

an associate's degree in HVAC or Refrigeration from a college or university accredited by CHEA or USDE and three years full-time, wage-earning experience in the operation and maintenance of HVAC and refrigeration systems and equipment

or

completion of a program in HVAC or Refrigeration from a trade or technical school accredited by CHEA or USDE and four years full-time, wage-earning experience in the operation and maintenance of HVAC and refrigeration systems and equipment

or

completion of a program in HVAC or Refrigeration from a U.S Military Technical training school and four years full-time, wage-earning experience in the operation and maintenance of HVAC and refrigeration systems and equipment.

3. Installation of HVAC or refrigeration experience preferred.
4. Experience in the supervision of offenders preferred.
5. Current Environmental Protection Agency approved Universal Refrigerant Containment Certification.

Must maintain valid license(s) for continued employment in position.

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**B. Knowledge and Skills**

1. Knowledge of HVAC and refrigeration systems and equipment.
2. Knowledge of HVAC and refrigeration systems maintenance policies, procedures, and techniques.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of HVAC and refrigeration equipment, tools, and test equipment.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train and supervise others.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, crawl, twist, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include refrigeration test gauges, refrigerant recovery equipment, vacuum pumps, oxygen and acetylene torches, welding machines, drill motors, grinders, miscellaneous hand tools, telephone, and automobile.